



# **2025 PROGRAM – DC DOCUMENT SUBMISSION INSTRUCTIONS**

## **Washington, D.C. Interview Location**

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Last updated: April 2025

**CONFIDENTIAL**

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Dear 2025 JET Program Candidates,

Congratulations on making it this far in the selection process for the 2025 Japan Exchange and Teaching Program! Of the over 3,600 individuals who applied for the JET Program, you are among the few to have made it to this stage.

While you are almost ready to set off for Japan, there are still several important documents you must submit in order to continue your candidacy. Not all items apply to all candidates so please read the information in this document carefully and use the checklist to determine which forms you need to submit and their respective deadlines.

We will be overseeing the preparations and paperwork for all candidates who interviewed at the Embassy of Japan in Washington, D.C. You are expected to read all instructions and resources provided by the JET Program Office and act accordingly, especially with regard to providing necessary documents and meeting deadlines.

### **JET OFFICE RESPONSIBILITIES**

- To provide information and documents in a timely manner
- To respond to inquiries and address specific questions not already covered in the materials provided
- To assist candidates in preparing for departure to Japan on the JET Program

### **YOUR RESPONSIBILITIES**

- To read all documents and information provided by the JET Program Office
- To submit all documents and forms in a timely manner (on or before deadlines)
- To contact the JET Program Office in advance or as soon as possible with any changes to personal information, eligibility, or status, including but not limited to:
  - ( Contact information
  - ( Criminal actions (arrests, etc. occurring between the time of application and departure)
  - ( Medical issues (new diagnoses, new medications, etc.)
  - ( Anticipated graduation date
  - ( Dual nationality with Japan
  - ( Travel requiring a passport (international travel) in the time between selection and departure
  - ( Inability to be contacted (e.g. long camping trip, vacation, etc. without email/phone access)
  - ( Ability to provide necessary paperwork by the stated deadline

If you have any questions or concerns about your ability to provide documents or fulfill your obligations, please contact us at [jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp). We look forward to working with you on your journey to living and working in Japan!

Sincerely,

**Devon Altman, Alexis Greb, and Grace Roberts**

*JET Program Coordinators – JET Program Office, Embassy of Japan*

## GLOSSARY OF TERMS

- **JET Program Participant:** an individual who has signed his/her contract and is on the JET Program.
- **Placement:** The location in Japan to which the JET participant is assigned by the government of Japan. Placements cannot be changed and withdrawing after notification of placement carries penalties.
- **CO (Contracting Organization):** the organization in Japan which acts as the sponsor for the JET participant's visa and with which the JET ultimately enters into an employment contract.
- **CLAIR (Council of Local Authorities for International Relations):** this organization is a branch of the Japanese government which assists JET Program Participants in Japan. CLAIR also hosts the JET Programme international website ([www.jetprogramme.org](http://www.jetprogramme.org)) where you can find many useful publications.
- **The Portal (JET Program Application Portal):** [www.jetapplication.com](http://www.jetapplication.com). This will be the main location where you can download required forms and submit digital documents (as specified in the guide).
- **Arrival Group B:** JET Participants in Arrival Group B will depart on **Saturday, August 2<sup>nd</sup>, 2025** and arrive in Tokyo on **Sunday, August 3<sup>rd</sup>, 2025** and then attend a mandatory Post-Arrival Orientation in Tokyo from Monday, August 4<sup>th</sup> to Wednesday, August 6<sup>th</sup>. Group B contracts begin on August 4<sup>th</sup>.  
**Shortlist candidates from the Washington, D.C. interview location are part of Arrival Group B.**

## GROUND FOR DISQUALIFICATION

A participant may be disqualified from the JET Program without warning in the following circumstances:

1. The candidate/participant engages in conduct that is considered inappropriate for a JET participant, or there are reasonable grounds to believe that the candidate/participant has engaged in such behavior.
2. The candidate's/participant's application documents are found to contain false statements.
3. The *Reply Form*, *Visa Application*, or other documents/forms are not submitted by the deadline.
4. It becomes evident at a later date that the candidate/participant does not meet the eligibility criteria due to some reason attributable to the candidate/participant themselves.

## GENERAL JET DEPARTURE TIMELINE

### APRIL 2025

- Candidates are notified of their status (shortlist, alternate) and provided with the 2025 JET Document Submission Instructions (this document) which contains guidance and submission instructions to forms, and information necessary to prepare for departure.
- General Information Handbook available in PDF format here: <http://jetprogramme.org/en/gih/>
- **MONDAY, APRIL 14 – DEADLINE** For all candidates, shortlist and alternate: 2025 Reply Form, photocopy of passport (if not already provided)

## **MAY / JUNE 2025**

- First round of placement notifications for shortlist candidates. Candidates will typically learn their placement in late May/early June. They may begin to have contact from the contracting organizations or current JETs at their placement location in Japan.
  - Note: If you are upgraded from Alternate to Shortlist candidate prior to placement notifications, you may receive your placement notification after the first round of notifications.
- **THURSDAY, JUNE 5 – DEADLINE** For shortlist candidates: Certificate of Health (required), FBI Criminal History Summary Check (required), JET Accident Insurance Form (if applicable)
- **FRIDAY, JUNE 27 – DEADLINE** For shortlist candidates: Visa Application Form (required), physical copy of passport, (required), Prior Visa Cancellation form (if applicable); For all candidates, shortlist and alternate: Proof of Graduation from a bachelor's degree program, if participant provided an Expected Proof of Graduation at the time of application (required)
  - Important note: Shortlist JET candidates must turn in their official passports for visa processing and thus should not plan any international trips for about a month before departure. If you must leave the country during this time, contact the JET Program Office as soon as possible.
- Initial information regarding travel arrangements is sent out. The flight to Japan and all travel / accommodations between arriving in Tokyo and arriving at the placement location are covered by the contracting organization.

## **JUNE / JULY 2025**

- Summer Orientation and Workshops (Optional): The JET Program Office will host an information series for shortlist and alternate candidates. It will feature workshops and discussion panels hosted by Program Coordinators and local JET Alumni Association (JETAA) members.
  - The JET Program Office and the JET Alumni Associations may host additional workshops and/or social events for shortlist candidates. More information will be provided by JET Coordinators.

## **AUGUST 2025**

- ⇒ **FRIDAY, AUGUST 1 - PRE-DEPARTURE ORIENTATION (Mandatory)**: The Pre-Departure Orientation, or “PDO,” is hosted by the Embassy of Japan in D.C. the day before departure
- ⇒ **FRIDAY, AUGUST 1 – RECEPTION (Optional)**: A Farewell Reception to honor out-going JET participants is hosted by the Embassy after the Pre-Departure Orientation
- ⇒ **SATURDAY, AUGUST 2 – DEPARTURE**: JETs depart as a group from a Washington D.C. airport
- ⇒ **SUNDAY, AUGUST 3 – GROUP B ARRIVAL**: Group B JETs arrive to one of the Tokyo airports
- ⇒ **MONDAY, AUGUST 4 TO WEDNESDAY, AUGUST 6 - TOKYO ORIENTATION (Mandatory)**: Group B JETs take part in Post-Arrival Orientation in Tokyo before going on to their placement locations throughout Japan. The orientation is two days in total, with JETs departing on Wednesday, August 6<sup>th</sup>.

## General Departure Timeline Continued...

**Please note:** For alternate candidates, upgrades may occur any time between April 2025 and December 2025. If upgraded in June or later, you will likely have a different schedule then what was outlined above. Please refer to the schedule directly supplied to you by your JET Program Coordinators upon your upgrade from alternate status to shortlist status.

## DOCUMENT SUBMISSION OVERVIEW

**You must download all forms and view instructions directly from the Portal on the “Further Documents” tab.**

DEADLINE (Due by 11:59 PM Eastern Time)	DOCUMENT	REQUIRED TO SUBMIT	SUBMISSION FORMAT
<b>Monday, April 14<sup>th</sup></b>	Reply Form (Including a copy of your passport/proof of passport application)	[ALL] Shortlist and Alternate candidates	<a href="#">The Portal</a>
<b>Thursday, June 5<sup>th</sup></b>	Identity History Summary	Shortlist candidates only	Forwarded email or hardcopy
	Certificate of Health	Shortlist candidates only	<a href="#">The Portal</a>
	JET Accident Insurance Form	Shortlist candidates only – <i>if applicable</i>	Hardcopy OR <a href="#">The Portal</a>
<b>Friday, June 27<sup>th</sup></b>	Proof of Graduation	[ALL] Shortlist and Alternate candidates - <i>if applicable</i>	<a href="#">The Portal</a>
	Official Passport	Shortlist candidates only	Hardcopy
	Visa Application Form	Shortlist candidates only	Hardcopy
	Prior Visa Cancellation Form	Shortlist candidates only - <i>if applicable</i>	Hardcopy
<b>If needed</b>	Revisions to Reply Form	Shortlist candidates only - <i>if applicable</i>	<a href="#">The Portal</a>
	<i>Yunyu Kakuninsho</i> – Medication Import Form	Shortlist candidates only - <i>if applicable</i>	Online through the <a href="#">Ministry of Health, Labor and Welfare</a>

**\*\*Keep copies of forms for your own records & try to submit all documents before the deadlines. Forms and documents collected by the JET Program Office will not be returned to candidates.**

## DOCUMENT SUBMISSION INSTRUCTIONS:

**IMPORTANT:** The following gives **document submission directions specific to Washington DC**. Please make sure you read through the document submission instructions, and each document guide, in full prior to completing/submitting each document.

If you have any questions about how to submit documents, please contact the JET Program Coordinators at the Embassy of Japan in Washington DC, Devon Altman, Alexis Greb, and Grace Roberts.

Email: [jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp)

Phone (Devon Altman): 202-238-6773

Phone (Alexis Greb): 202-238-6772

Phone (Grace Roberts): 202-238-6774

Depending on the document, you may have to submit it digitally or submit a physical copy of it. In the case of having to submit a physical copy you may either send it to us in the mail or schedule an in-person drop off. As you continue to read about the documents, if you see that a hardcopy is required, please refer to these two options:

If sending documents in the mail, address them to:

**JET Program Office—Embassy of Japan**  
2520 Massachusetts Ave, NW  
Washington, DC 20008

If delivering your documents to the Embassy by hand, you **must schedule a drop-off time in advance**:

Phone: (202) 238-6772/6773/6774  
Email: [jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp)

## REPLY FORM (SUBMIT VIA [THE PORTAL](#))

**Due Monday, April 14, 2025 - COMPLETED**

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### ALL CANDIDATES

The Reply Form indicates the applicant's continuing interest in participation on the JET Program. It is a means of collecting up-to-date contact information for shortlist candidates and alternate candidates. It also requests information on dual nationality, passport status and/or prior visas to Japan, whether you plan to be accompanied in Japan, and other questions related to documents. Failure to provide the 2025 Reply Form or providing false statements on the 2025 Reply Form may be cause for the candidate to be dropped from consideration.

### SHORTLIST CANDIDATES

The Reply Form serves as an official notice that the individual has been offered a position on the JET Program and is accepting that offer. This allows the JET Program and contracting organization to prepare to bring the candidate to Japan to participate on the JET Program.

### ALTERNATE CANDIDATES

The Reply Form serves as an official notice that the individual is agreeing to be on the waitlist as an alternate candidate on the JET Program. This allows the candidate to be considered if a position on the shortlist for the Program becomes available.

**NOTE FOR ALTERNATES:** The JET Office has no means of knowing if/when a candidate will be upgraded. Upgrades can take place any time between April 2025 and December 2025. Returning the 2025 Reply Form for Alternate Candidates to the JET Program Office signals your continuing interest in JET but is not a binding contract and does not preclude you from pursuing other opportunities.

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#### HOW TO SUBMIT:

1. Sign into the JET Application Portal (<https://www.jetapplication.com/>) using the same login information you used to complete your JET application. If you have forgotten your password, you can use the “forgot password” link to have a password-reset email sent to you. The form will prepopulate information you have already provided, such as your address, but you will be able to edit anything that has changed.
2. On the left side, you will see a new tab titled “Reply Form” for you to complete and submit.

You must submit a passport style photo and scan of your valid and current passport so that it shows both the information page and signature page. You must also make sure your passport is signed. See example [here](#). The passport must be valid through September 2025 (upgraded alternate participants departing after August would need a valid passport possibly through January 2026). If you do not have a valid passport, you must submit proof that you have applied for a passport or passport renewal.

#### If your passport will expire during your time in Japan:

Since JET Program participants sign a one-year contract, we recommend that you ensure your passport will be valid for at least one year from the time of departure. If you plan to stay longer and your passport will expire during your time in Japan:

- **Renew your passport before departure (Recommended)**

The JET Program contract can be renewed up to four times (totaling five years on the JET Program). Passports typically expire after ten years. Renewing before departure will ensure that you do not have to renew your passport/visa/immigration status while on the JET Program. If you renew your passport after you submit your Reply Form, please make sure to submit a Revisions to Reply Form to indicate the change.

*or*

- **Renew your passport while in Japan**

If your passport will expire while in Japan, you will have to go through the process of renewing your passport from overseas. After receiving your new passport, you will need to take your old and new passports and your foreign resident card to a local immigration office in Japan to transfer your resident status to the new passport.

## REVISIONS TO THE REPLY FORM (SUBMIT VIA [THE PORTAL](#))

### SHORTLIST CANDIDATES

If at any point before departure you need to make any changes to the information you provided on your initial Reply Form, you will need to submit a [Revisions to Reply Form](#). You are required to inform the JET Program Office of any changes to:

- Contact information
- Passport information
- Marital status, especially if this changes your legal name



- Medical status or newly diagnosed conditions, particularly those which will require treatment or medication while in Japan
- Any instance of arrest, charge, or conviction for any criminal activity or any change to criminal history information

#### HOW TO SUBMIT:

1. Consult with your JET Coordinators via email ([jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp)) about the change.
2. Download the [Revisions to Reply Form](#).
3. Fill it out (digitally or by hand, and the scan must be a clear, legible PDF document).
4. Send the completed form via email ([jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp)).

The Revisions to Reply Form cannot be used to:

- Change your placement request (this is final at the time of application)
- Change your departure location (this is final at the time of submitting the Reply Form)

**Note for Alternate Candidates:** If your information changes, please wait until you are upgraded to submit a Revisions to Reply Form.

## CRIMINAL HISTORY SUMMARY (SUBMIT VIA EMAIL OR A HARDCOPY)

**Due Thursday, June 5, 2025**

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### SHORTLIST CANDIDATES (ALTERNATE CANDIDATES AT YOUR OWN DISCRETION)

An FBI Identity History Summary Check is required to receive a visa for the JET Program. Alternate candidates will not be required to submit their background check until they receive an upgrade to shortlist status but may choose to submit ahead of being upgraded. For alternate candidates, keep in mind that you may be required to obtain this document quickly once upgraded to shortlist status. Please see our guides on the [Portal](#) for details.

#### HOW TO SUBMIT:

- ⇒ **DIGITAL CHECKS:** If you are submitting a digital Background Check, you will need to provide the site access pin to your JET Program Coordinators via email ([jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp)) **not** a printout/PDF of the Background Check. The easiest way to do this is to forward the email with the link/pin. Depending on the method you use to obtain a background check, opening the electronic form may invalidate it. **Send the link and pin to the JET Program Office, and make sure your JET Program Coordinator opens the form before you do, to ensure that you do not have to purchase another background check.**
- ⇒ **HARDCOPY CHECKS:** These should be sent directly to the JET Program Office at the Embassy of Japan in Washington, D.C. If your background check cannot be sent to the JET Program Office through the FBI or proper FBI Channeler, have it sent to your home address. Leave it in the unopened, sealed envelope and send it to the JET Program Office. Refer to the two submission options listed previously about hardcopy documents, found [here](#).

## CERTIFICATE OF HEALTH (SUBMIT VIA [THE PORTAL](#))

**Due Thursday, June 5, 2025**

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### SHORTLIST CANDIDATES (ALTERNATE CANDIDATES ONLY AT YOUR OWN DISCRETION)

The Certificate of Health should be filled out by a physician/doctor/nurse practitioner with knowledge of your medical history.

#### HOW TO SUBMIT:

1. Download the 2025 Certificate of Health form from the “Further Documents” tab of the Portal – be sure to read the directions located on the Portal.
2. Scan your completed Certificate of Health as a PDF. Make sure that every item of the form is filled out.
3. Double check the document is clear, as blurry or illegible documents will not be accepted.
4. Upload it to the “Further Document” tab of the Portal prior to the deadline.

**IMPORTANT:** If your medical conditions/treatment has changed since you filled out the Self-Report of Medical Conditions during the initial application:

1. Consult with the JET Program Coordinators.
2. Download the 2025 Statement of Physician form and have a physician fill it out alongside your Certificate of Health. Make sure your physician indicates the change in conditions/treatment (list specific dates).
3. In addition to the Statement of Physician, write a signed statement describing the change and include details of when the changes to treatment occurred or why the condition was not listed during the Self-Report of Medical Conditions.
4. Upload the aforementioned documents to the “Further Documents” menu selection under the category of “Other.”
5. Note: Any major discrepancy in the content of your Self-Report of Medical Conditions submitted with your application form and the Certificate of Health completed by a licensed, practicing physician may result in your disqualification from the Program, particularly in the case that the above steps are not taken.

## JET ACCIDENT INSURANCE FORM (SUBMIT VIA [THE PORTAL](#))

**Due Thursday, June 5, 2025**

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### SHORTLIST CANDIDATES ONLY – IF APPLICABLE

All JET Participants will be automatically enrolled in the JET Programme Accident Insurance. For more details, please visit the [JET Programme website](#) and read through the Japan Exchange and Teaching Programme Accident Insurance Policy Guide for the 2025 Program.

There is a [JET Accident Insurance Form](#) for the 2025 JET Program. Please note that in principle, this form DOES NOT need to be completed. It is only required for submission in specific circumstances. Please submit the JET Accident Insurance form only if applicable to your situation. Please see our [JET Accident Insurance Form Guide](#).

**WHO SHOULD SUBMIT THE JET ACCIDENT INSURANCE FORM?:** In case of any serious accidents while on the JET Program, insurance benefits will automatically be processed according to ‘Next of Kin’ law in the United States. Since all participants are automatically enrolled in the JET Programme Accident Insurance, participants only need to complete the JET Accident Insurance Form if they have a specific need to designate an insurance recipient that differs from default U.S. inheritance laws. **Should you have any questions about whether this case is relevant to your personal situation, please contact your Program Coordinator(s).**

**From *Reminder – 2025 JET Program Document*:** *Form submissions are accepted under truly unavoidable circumstances, such as if a participant has no relatives in their home country and must designate a beneficiary for death benefits other than the heir apparent, or if a participant wants to designate a beneficiary in advance due to specific circumstances which would necessitate an expedited receipt of death benefits.*

**HOW TO COMPLETE THE FORM:** You may fill out the form digitally, but **you must sign it by hand**—PDFs or forms with electronic signatures on this form are not accepted. Please see our [JET Accident Insurance Form Guide](#) and [Sample JET Accident Insurance Form](#) for more. This form cannot be completed without a JET ID Number, so please note the ID provided to you through your placement notification e-mail in May / June.

**HOW TO SUBMIT:** Once you have completed the JET Accident Insurance Form, navigate to the portal’s “Further Documents” and upload it to “7. JET Insurance Form”. You are welcome to submit a hardcopy, if you prefer. If you will submit the form digitally: please print out, sign by hand, and scan the form before uploading it to Portal. Refer to the two submission options listed previously about hardcopy documents, found [here](#).

## PROOF OF GRADUATION (SUBMIT VIA [THE PORTAL](#))

**Due Friday, June 27, 2025**

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### **ALL SHORTLIST AND ALTERNATE CANDIDATES WHO PROVIDED PROOF OF EXPECTED GRADUATION AT THE TIME OF APPLICATION**

Proof of a complete bachelor’s degree is a requirement for participation on the Program. If you had not yet graduated at the time of the application, you were required to submit a proof of *expected* graduation. Once you graduate, you must provide new proof to the JET Program Office showing the degree was conferred.

If during the initial application period, you submitted a Proof of Graduation in the form of a transcript with the date your degree was conferred or a copy of your diploma, you have already fulfilled this requirement and are not required to submit this again.

#### **HOW TO SUBMIT:**

1. As soon as you graduate and receive your diploma or transcript, scan and save it as a PDF
2. Upload it to the Portal.

## PASSPORT (SUBMIT OFFICIAL PASSPORT, NOT A COPY)

**Due Friday, June 27, 2025**

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## SHORTLIST CANDIDATES ONLY

After placements and airline information have been issued to JET Program candidates, the candidates must submit their valid US passport together with their Visa Application forms (listed below) to the JET Program Office at the Embassy of Japan in Washington, DC. **You will need information from your passport to fill out the Visa Application, so don't send one ahead of the other.** Once submitted to the JET Program Office, your passport with the JET visa will not be returned until the Pre-Departure Orientation.

**HOW TO SUBMIT:** Submit with your Visa Application Form (required) and Prior Visa Cancellation Form (if applicable). Refer to the two submission options listed previously about hardcopy documents, found [here](#). For more, please see our [2025 Documents Required for Visa Guide](#).

**IMPORTANT:** As shortlist JET candidates must turn in their official passports in June for visa processing, you should not plan any international trips for about a month before departure. If you must leave the country during this time, contact the JET Office as soon as possible. If you are living abroad and will not return to the US until close to departures, please contact the JET Office as soon as possible.

The JET Program Office strongly recommends that **candidates send documents by certified mail and with tracking to ensure against documents being lost in the mail**. The JET Program Office will not be responsible for documents which are lost or damaged while being delivered to the JET Program Office as this is the responsibility of the candidate.

## VISA APPLICATION (SUBMIT A HARDCOPY)

**Due Friday, June 27, 2025**

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### SHORTLIST CANDIDATES ONLY

Download the form [here](#) or from the JET Portal's "Further Documents" tab. Please note that although you may be able to fill it out on the web browser, this potentially could lead to printing issues. Therefore, we recommend downloading it first and then filling it out by hand.

**Note:** If you are traveling with a dependent (a legal spouse or child) please contact the JET Program Office for information about the dependent visa application.

### PHOTO INSTRUCTIONS:

You must attach an appropriate, passport-style photo to the designated box on the application.

➤ The visa application form asks for a 2in x 1.4in photo, **but 2in x 2in submissions are also accepted**

1. Follow the guidelines posted on the [State Department website](#) when taking your photo. Your visa application may be rejected if the photo does not adhere to those guidelines.
2. Your photo **must be printed professionally on photo paper**. (Tip: This can be done easily at a photo center such as Walgreens, CVS, etc.)
3. Write your name on the **back lower half of the picture in ink**.
4. **Do not staple** the photo to the application. Use glue or tape to attach it.

## APPLICATION INSTRUCTIONS:

Please note that **bold-underline text** in the below instructions indicate text that should be entered exactly as in the directions. For all other places, please follow the directions to write the appropriate responses. **Do not leave any lines blank unless instructed to do so**; if something does not apply to you, write “N/A”.

1. Name in full: the top line should be your last name and the second line should be your first and middle names, as they appear in your passport. **Your surname (last name) should be written in all capital letters.**
2. Other names: If you have a different name, please state it here. If you do not, then leave it blank.
3. Date and place of birth: (do not use abbreviations).
4. Sex/Marital status: If you are engaged, please mark ‘single.’ If you are in a same-sex marriage, please contact the JET Office for further information.
5. Nationality or citizenship: **USA**
6. Former nationality: If applicable, please state the nationality here.
7. ID No. issued by your government: This field will be filled by our office. **Leave blank (Do not write N/A).**
8. Passport Type: Check “Ordinary”
9. Passport No.: Fill in your passport number
10. Place and date of issue: (This is located on the far-right hand side of your passport page, under the “Authority/Autorite/Autoridian” label.)
11. Issuing authority: Write **United States Department of State** (This is the name of the official office)
12. Date of Expiry: Fill in the date your passport expires
13. Certificate of Eligibility No.: **Please leave this blank (Do not write N/A).**
14. Purpose of visit to Japan:
  - ✧ If you are an ALT, please write: **JET Program: Instructor**
  - ✧ If you are a CIR, please write: **JET Program: Engineer/Specialist in Humanities/International Service**
15. Intended length of stay in Japan: **3 years** (write this even if you are planning on staying for less or longer.)
16. Date of arrival in Japan: **August 3, 2025\***
  - \* For those given a different date of arrival by your JET Program Coordinators, please list that date of arrival instead.*
17. Port of entry into Japan: Will be either Narita or Haneda. **Leave blank until confirmed.**
  - This information will be provided by Nippon Travel Agency at a later date, so please leave this section blank until the arrival airport has been confirmed*
17. Name of ship or airline: **Leave blank until confirmed.**
  - This information will be provided by Nippon Travel Agency at a later date*
  - Please leave this section blank until the airline and flight details have been confirmed*
18. Names and addresses of hotels or persons with whom you intend to stay:
  - Name: Enter your placement prefecture, city or town, and your contracting organization. Contracting organizations are likely a Board of Education (ALTs) or a City Hall or Prefectural Government (CIRs).

Address: \*If notified of your address in Japan by your contracting organization, please enter it here.

\*If you do not know your address in Japan, write: “**Decided by Contracting Organization**”

20. Dates and duration of previous stays in Japan:

If applicable, please write the dates. If not applicable, write “N/A”.

21. Your current residential address: Write your permanent or most recent US address.

➤ DO NOT write your new Japanese address or a P.O. Box.

22. Current profession or occupation and position: If you are newly graduated, please write “**Student**”.

Otherwise, please write in the applicable information, or your most recent profession if you have recently quit your job to join the JET Program.

23. Name and address of employer: If you are newly graduated, please write your school's name, address, and main phone number. Otherwise, please write in the applicable information, or most recent employer.

24. Partner's profession/occupation:

➤ If you are married and your spouse is a JET, then write “**Instructor**” if they are an ALT, or “**Engineer/Specialist in Humanities/ International Service**” if they are a CIR.

➤ If married and your spouse is not a JET and **IS** traveling with you, then write their profession.

➤ If you are married and your spouse is not a JET and **IS NOT** traveling with you, **leave it blank**.

➤ If you are NOT married, **leave it blank**.

25. Guarantor or reference in Japan: Please write Name and Address **EXACTLY AS FOLLOWS** (regardless of if you have received an address for your school, expected housing, etc.):

Name: **Council of Local Authorities for International Relations (CLAIR)**

Address: **Sogo Hanzomon Building, 6th Floor-JET Program Management Department**  
**1-7 Kojimachi, Chiyoda-ku, Tokyo, Japan 102-0083**

Tel: **03-5213-1733**

Date of birth: **N.A.**

Sex: Leave this blank

Relationship to applicant: **Employer**

Profession or occupation: **N.A.**

Nationality and immigration: **N.A.**

26. Inviter in Japan: Please write “**Same as above**”.

27. Remarks/Special circumstances: Leave this section blank.

28. Have you ever?: Answer these questions by checking the appropriate box. **Do not leave blank.**

29. Please read the declaration and do not forget to **date and sign your application!**

➤ **Signatures must be handwritten in blue or black ink.**

➤ Signatures written in pencil are not accepted. Moreover, e-signatures are not acceptable for this form.

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**HOW TO SUBMIT:** Hardcopy required. Submit with your Passport (required) and Prior Visa Cancellation Form (if applicable). Refer to the two submission options listed previously about physical documents, found [here](#).

## PRIOR VISA CANCELLATION FORM (SUBMIT A HARDCOPY)

**Due Friday, June 27, 2025**

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### SHORTLIST CANDIDATES - ONLY IF APPLICABLE

If you have previously lived, studied or worked abroad in Japan and there is a visa in your passport, you should submit the Prior Visa Cancellation Form. **Even if your visa is marked as used or voided, if the dates are still valid, it will need to be cancelled before the JET visa can be processed.** If you are unsure whether or not your visa is still valid, provide the [Prior Visa Cancellation Form](#) together with your visa application and passport just in case.

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**HOW TO SUBMIT:** Hardcopy required. Refer to the two options listed previously about physical documents [here](#).

## YUNYU KAKUNINSHO - IMPORT OF MEDICATION (SUBMIT TO MHLW)

### SHORTLIST CANDIDATES - ONLY IF APPLICABLE

If you intend to take prescriptions, medicines products with you to Japan that exceeds the allowable limit, you will need to apply for a *Yunyu Kakunin-sho* Certificate. To do so, you must apply directly to the Ministry of Health, Labor and Welfare (MHLW). If you do not provide all necessary forms or information, the *Yunyu Kakunin-sho* will not be issued. If you do not have a *Yunyu Kakunin-sho* with you and attempt to bring medications into Japan, they may be confiscated. You must apply to MHLW through their online system [here](#). You should submit the application materials by email to the MHLW **at least one month before departure**.

Please see our ["Yunyu Kakunin-sho" - Import of Medication Certification](#) on Portal for further guidance.

More information is also available on the MHLW's website, [here](#). In order for candidates to apply for a *Yunyu Kakunin-sho*, they will need an Itinerary Letter penned and signed by one of their JET Program Coordinators.

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### HOW TO OBTAIN AN ITINERARY LETTER FROM THE JET PROGRAM OFFICE:

1. Please inform the JET Program Office via email if you need to apply for a *Yunyu Kakunin-sho* Certificate
  - Email your JET Program Coordinators at [jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp) requesting an Itinerary Letter

\*If you have any questions about specific medications or prescriptions not covered in our ["Yunyu Kakunin-sho" - Import of Medication Certification](#) guide, please contact the MHLW at [yakkan@mhlw.go.jp](mailto:yakkan@mhlw.go.jp).

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**Note from the JET Program Office:** Candidates, please remember that medication readily available over the counter in the United States or another country may be illegal and prohibited from being brought into Japan. Please check if the medication you are taking is allowed in Japan and consult with your physician.



## ADDITIONAL RESOURCES

**Other Document Guides on [Portal](#)** - not mentioned in this guide, as they will not be submitted to DC:

- *Yunyu Kakunin-sho* Guide
- Driver's License Guide
- The Basics of Taxes (Unofficial Guide – Please consult with a licensed tax authority)

### General Resources

- General Information Handbook <http://jetprogramme.org/en/gih/>

#### Support in Japan

- Association of JETs (AJET): <https://ajet.net/>
  - AJET Regional/Prefectural Page: <https://ajet.net/regional-ajet-chapters/>
  - AJET Special Interest Groups: <https://ajet.net/ajet-special-interest-groups/>
- U.S. Embassy in Tokyo, Japan: <https://jp.usembassy.gov>
- U.S. Department of State - Smart Traveler Enrollment Program (STEP)
  - <https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>

#### Resources for ALTs

- Publications from CLAIR <http://jetprogramme.org/en/acs-h/>
  - ALT Handbook, Teaching Materials Collection, etc.
- TEFL Grant Program (current JETs only) <http://jetprogramme.org/en/tefl/>

#### Resources for CIRs

- CIR Handbook <http://jetprogramme.org/en/acs-h/>
  - Scroll down to the middle of the page to find the CIR Handbook
- CIR Forums <http://cirhomepage.boards.net/>
- CIR Facebook Group <https://www.facebook.com/groups/1567365576864658/>

#### Resources for Studying Japanese

- CLAIR Language Courses <http://jetprogramme.org/en/languagecourses/>

#### Newsletters/E-zines

- CLAIR News <http://jetprogramme.org/en/clairnews/>
- Connect (AJET) <http://connect.ajet.net/>
- JET Streams (CLAIR) <http://jetprogramme.org/en/jet-streams/>

#### Resources for Alumni

- ✧ The JET Alumni Association of the United States (JETAA-USA) <https://www.jetaausa.com/>
- ✧ The US JET Alumni Association (USJETAA) <https://www.usjetaa.org/>

### Other:

- Official JET Program USA: <https://jetprogramusa.org/>. Follow us on [Instagram](#), [Facebook](#) or [X](#)!